

Mewar University

Gangrar, Chittorgarh, Rajasthan, 312901



MEWAR UNIVERSITY PH.D. ADMISSION GUIDELINES 2016

Adopted University Grants Commission (Minimum Standards and
Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016

in

BOM held on 28 May 2017

Applicable from 2017 Batch



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MEWAR UNIVERSITY PH.D. ADMISSION GUIDELINES 2016

Chittorgarh, Rajasthan

According to the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016, the University hereby makes the following PhD guidelines for the Award of PH.D Degrees that shall be applicable to the PH.D scholars from this day onwards.

1. Introduction

Mewar University invites applications from both Indian and international candidates for admission to its Full-time and Part-time PhD programs across various disciplines.

- 1.1 Detailed PhD admission guidelines and procedures, along with the application form, will be available on the Mewar University website (www.mewaruniversity.org) in the "Notification for PhD Admissions" section, which will also include important dates.
- 1.2 The advertisement for these admissions will be released in advance to ensure wider circulation, allowing sufficient time for applicants to complete their application process.
- 1.3 Fellowships/teaching assistantships will be offered to deserving candidates.

2. Programmes offered with Seat Matrix

The University determines each year, through the Board of Research Studies, a specific and manageable number of Ph.D. scholars to admit, depending upon the availability of Research Supervisors, the scholar-teacher ratio, as well as the academic and physical resources available, including laboratories, libraries, and other facilities.

The University shall notify well in advance on the institutional website and through advertisement in at least two national newspapers, of which at least one shall be in the regional language, the number of seats for admission, discipline-wise distribution of available seats (seat-matrix), admission guidelines, examination test centre, and all other relevant information for the benefit of the candidates.

3. Availability and Submission of Application Form

Candidates can download the PDF version of the application form from the university's website or collect a hard copy from the PhD Section at the university. Once the application form is completed, it should be sent to the Director Research at Mewar University, Chittorgarh, Rajasthan, 312901. Applications can be submitted via speed post, courier, or in person.

- 3.1 Along with the completed application form, the applicant must send, either by email or through post/courier/in-person, the mark sheets and certificates from class 10 onward up to the postgraduate degree.
- 3.2 For candidates applying for a part-time PhD, all the conditions mentioned in the extant Ph.D Regulations are met and a "No Objection Certificate" from their employer must be provided at the time of admission. This certificate must clearly state that:
 - 3.2.1 The candidate is permitted to pursue studies on a part-time basis.
 - 3.2.2 His/her official duties allow sufficient time for research.
 - 3.2.3 If necessary, he/she will be relieved from their duties to complete the course work.

4. Eligibility Criteria

The minimum qualifications for admission to a Ph.D. Program (Full-time/Part-time modes) will be as follows:

- 4.1 Candidate shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its



equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

- 4.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 4.3 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution i.e. Mewar University in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.
- 4.4 A person whose M.Phil. dissertation has been evaluated, and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution i.e. Mewar University.
- 4.5 As per the UGC notification dated August 17, 2015, applicants with a Chartered Accountancy (CA) qualification from 'The Institute of Chartered Accountants of India' (ICAI), Cost and Works Accountancy from ICWAI, or Company Secretary from ICSI, with a minimum of 55% marks or an equivalent grade, may be considered eligible for admission to Ph.D. Programs in the relevant field.
- 4.6 For PhD in Management, 2 Year PG diploma with a minimum of 55% marks or an equivalent CGPA may be considered, provided it is recognized as equivalent to a Master's degree by the Association of Indian Universities (AIU) or the All-India Council for Technical Education (AICTE).
- 4.7 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
- 4.8 If the qualifying degree is awarded by a Foreign University, then the issue shall be referred to Standing Committee of Academic Council for the purpose of determining the equivalence of the degree awarded by the foreign University.
- 4.9 National/State reservation policy shall be paid due attention.

5. Procedure for Admission (Entrance Test and Interview)

- 5.1 The admission procedure comprises of Entrance test followed by interview. PhD Entrance Test (100 Marks), comprises of two sections:



- Section-A: MCQs on research methodology (50 Marks)
 - Section-B: MCQs on subject-specific content (50 Marks)
- 5.2 Candidates must secure at least 50% of the marks in the entrance test or possess a valid certificate for qualifying a national-level exam in a relevant field to be eligible for an interview.
 - 5.3 The PhD Entrance Test will be conducted at Mewar University, located in Gangrar, Chittorgarh (Rajasthan). Refer to section-6 for an exemption from entrance exam
 - 5.4 Document verification will also be done by the research section followed by the Interview. A valid certificate from a national level exam that qualifies for an exemption from the entrance test should also be included. The interview will be of 50 Marks to examine the candidates' research skills, competencies, and suitability for the program. An expert committee chaired by the concerned dean, with faculty members as subject experts and Head of the concerned department as convener will be formed for this purpose.
 - 5.5 Candidates appearing in the Interview must bring their Research Proposal in about 1000 words focusing on proposed research area and its relevance in the today's context.
 - 5.6 The Interviews will be held at the Mewar University, Gangrar, Chittorgarh (Rajasthan).
 - 5.7 A merit list will be prepared in which 50% weightage will be given to the entrance test, and 50% weightage will be given to the Interview. 20% students of the total seats will be placed in the waiting list.
 - 5.8 If a candidate does not secure admission by the deadline, the offer will be given to candidates on the waiting list according to merit order and reservation policies.
 - 5.9 Vacant seats of the reserved category will be offered to candidates in the general category based on the order of merit.

6. Relaxation to M.Phil. and National/State-level Exam qualified candidates

- 6.1 Candidates who qualify for fellowship/scholarship in UGC-NET/ UGC-CSIR NET/ GATE/ ICAR-AICE-JRF/ ICMR-JRF/SRF/ GPAT/ DBT-JRF/ DST-INSPIRE and similar National level tests or teacher fellowship holder are exempted from the Entrance exam and eligible for direct interview. A self-attested copy of the valid certificate confirming exemption from the entrance exam must be included with the application form. A separate merit will be prepared based on interview marks, and 20% of the seats-matrix will be reserved for such candidates, which can be transferred to candidates admitted through entrance test if seats remain vacant.
- 6.2 A candidate possessing an M.Phil degree in a relevant discipline will be directly called for the interview/pre-RDC interaction. A separate merit will be prepared based on interview marks, and 20% of the seats in the seat matrix will be reserved for such candidates, which can be transferred to candidates admitted through entrance test if seats remain vacant.

7. Duration of the PhD Programme

- 7.1 The Ph.D. programme has a minimum duration of three (3) years, which includes course work, and a maximum duration of six (6) years from the date of admission to the programme.
- 7.2 An extension of up to three (3) years may be granted by the Vice Chancellor on a case-by-case basis, based on the recommendation of the student's research advisory committee through Director Research.
- 7.3 Additionally, female Ph.D. scholars and individuals with disabilities (having more than 40% disability) may receive an extension of up to two (2) years.
- 7.4 Furthermore, female Ph.D. scholars may be entitled to maternity leave or childcare leave once for a maximum of 240 days during their entire duration in the Ph.D. program.



8. Student Research Advisory Committee (SRAC) and its functions:

8.1 Composition-

S. No.	Designation	Position
1.	Dean/Dy. Dean/HOD	Chairperson
2.	Supervisor	Convener
3.	Co-Supervisor*	Ex-officio member
4.	Expert	Member
5.	Statistician/ Research Methodology Expert	Member

*Co-supervisor if applicable.

8.2 Responsibilities of SRAC-

8.2.1 To review the research proposal and finalize the topic of research through RDC meeting, constitution in 8.5

8.2.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do

8.2.3 To periodically review and assist in the progress of the research work of the research scholar

8.3 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the University with a copy to the research scholar

8.4 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar

8.5 Research Degree Committee (RDC) Composition-

S. N.	Designation	Position
1.	VC / VC Nominee	Chairperson
2.	Supervisor	Member
3.	Co-Supervisor*	Member
4.	Subject Expert	Member
5.	Director-Research	Member Secretary

*Co-supervisor if applicable

9. Allocation of Research Supervisor

9.1 On the recommendation of Board of Research Studies, any full-time regular faculty member of Mewar University (Rajasthan) is recognized as a Research Supervisor working as:

- a. Professor with a Ph.D., and at least five research publications in peer-reviewed or refereed journals
- b. Associate/Assistant Professors with a Ph.D., and at least two research publications in peer-reviewed or refereed journals
- 9.2 Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 9.3 An eligible Professor/Associate Professor/Assistant Professor can supervise/co-supervise up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- 9.4 The allocation of a Research Supervisor to a selected research scholar shall be decided by BRS through the Director Research, based on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and the research interests demonstrated by the scholar during their interview/viva voce.
- 9.5 Co-supervisors from within the department or other departments of the University or from other institutions may be permitted in case of inter-disciplinary research with the approval of the 'Student's Research Advisory Committee'.
- 9.6 If a supervisor leaves the institution, he may become a co-supervisor of the same scholar until the PhD scholar defends his/her final thesis viva-voce. A new supervisor/ co-supervisor will be assigned based on the recommendation of the Student's Research Advisory Committee (SRAC).
- 9.7 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these guidelines are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

10. Evaluation and Assessment Methods, Minimum Standards for Award of the PhD Degree

10.1 Course Work

10.1.1 Credit requirements set by the University- 12 Credits

Papers in Course Work- Paper-I: Research Methodology (4 Credits), Paper-II: ICT (2 Credits), Paper-III: Dissertation and Presentation (Review of Published Research) (6 Credits)

10.1.2 The duration of Course Work shall be six months, that shall be completed within first two semester from the date of admission, with a maximum of two attempts. However, an extension of one semester can be given by the competent authority upon the recommendation of the SRAC.

10.1.3 Criteria of Course Work Completion- A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 7-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

10.1.4 M.Phil/PGRI candidates admitted to the Ph.D programme shall be exempted from the course work requirement, provided they have undertaken a mandatory paper on research methodology during their M.Phil/PGRI programme.

10.2 Publication requirements

Ph.D. scholars are required to publish at least one research paper in a refereed journal and to make two presentations at conferences or seminars before submitting their dissertation or thesis for

evaluation. They must also provide evidence of these accomplishments in the form of presentation certificates or reprints.

10.3 PhD Thesis Pre-Defense (Ph.D. Pre Submission Viva Voce)

Before the final Ph.D. thesis submission, the candidate shall do a pre-submission and presentation before the SRAC including an external expert that may be open to all faculty members and research students, for getting feedback and comments, which may suitably be incorporated into the draft thesis in consultation with the SRAC. A student may have to reappear for pre-presentation if the committee suggest the work is not suitable for final presentation.

10.4 Submission of PhD Thesis for Evaluation and Final Defense

10.4.1 After recommendation of the Pre Submission Viva Voce evaluation and SRAC, the Ph.D. scholar shall submit the PhD thesis for evaluation.

10.4.2 A plagiarism check shall be done for the thesis submitted for evaluation using the plagiarism checking software.

10.4.3 While submitting for evaluation, the dissertation/thesis shall have (a) an undertaking from the research scholar and (b) a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

10.4.4 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners (one from state other than Rajasthan) out of which one may be from outside the state and the other examiner may be selected from outside the country, if possible.

10.4.5 On receipt of satisfactory evaluation reports, Ph.D candidates shall undergo a viva-voce examination which shall also be openly defended.

10.4.6 The viva-voce board consist of the Research Supervisor and at least one of the two external examiners.

10.4.7 The final viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the evaluation reports of the external examiner, is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.

10.4.8 The entire process of evaluation of Ph.D. is to be thesis within a period of six months from the date of submission of the dissertation/thesis. In case of any delay, appropriate reasons shall be recorded and informed to the Supervisor, PhD Scholar and members of SRAC.

11. Award of Ph.D. degrees prior to Notification of these Regulations

Award of degrees to the candidates registered for the Ph.D. programme on or after 24 Nov 2009 till the date of Notification of these guidelines shall be governed by the provisions of the Mewar University PhD Admission Guidelines, 2009.



12. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

13. Issuing a Provisional Certificate

Prior to the actual award of the Ph.D. degree, the University, upon recommendation of the SCAC, shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of guidelines (or as applicable).

- For further details please refer to the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degree) Regulation, 2016 available at UGC Website
- Thesis Preparation Manual and Evaluation formats attached

